



J. Woodbridge *3/12/83*
INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION

HEADQUARTERS DIRECTIVE

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Chapter 609

VOLUME II
<i>Chapter</i>
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<i>2/10</i>
DATE 1/17/83

TO: All Supervisors, U. S. Section and Internal Auditor

FROM: David D. Skinner, Chief, General Services Branch

SUBJECT: Appendix B, IBWC Form 22, INDIVIDUAL EQUIPMENT RECORD

Attached is Appendix B to Volume 2, Number 200. This Appendix describes a new form, IBWC Form 22, INDIVIDUAL EQUIPMENT RECORD. A supply of the new forms will be provided to each office. The forms are off-set to allow for punching and maintenance in a three-ring binder. Since first-line supervisors will be maintaining the forms for employees under their supervision, it is recommended that the forms be maintained in this fashion. We have reproduced the forms on heavy paper to allow for field use.

We now have a legal responsibility for maintenance of close accountability for of our supplies, materials, and equipment. Even without the new legal requirements, we probably would have had to begin using such a form since our loss rate for small tools, gloves, goggles, calculators and other small items is exceeding normal rates. In some instances, it appears that the items we are using are wearing out too rapidly, and we need to develop some hard data to use in getting GSA approval to go outside contract suppliers to obtain better quality.

The use of this form is mandatory. The implementation date is 45 calendar days following the issue date of this Directive. As with Appendix A which you received earlier, it should be filed behind the material which you now have.

David D. Skinner

David D. Skinner
Chief, General Services Branch

Appendix B

IBWC Form 22 (12/82) INDIVIDUAL EQUIPMENT RECORD

Attached is an example of a new form, IBWC Form 22 (12/82), INDIVIDUAL EQUIPMENT RECORD. You will note that the Form is off-set to the right to allow for punching and maintenance in a three-ring binder. THIS IS A MANDATORY USE FORM. Information regarding the form and its use follows.

BACKGROUND INFORMATION:

In its day-to-day operations, the U. S. Section issues a significant amount of "individual equipment" to its employees. At the time this Directive was issued, only the supervisor was charged with this equipment through either purchase orders or warehouse receipts. This was not in accordance with existing law and regulation. The use of the IBWC Form 22 is to correct the situation by providing the supervisor with a simple method of recording the equipment issued to employees while assuring that employees are aware of the equipment for which they are responsible. It also provides a method of "clearing the record" at the time the employee leaves employment with the specific work unit or the Section.

ACCOUNTABILITY:

The supervisor of the employee to whom equipment is being issued is accountable for completing the IBWC Form 22. This supervisor is also responsible for determining whether or not the employee is to be required to pay for equipment which is lost or destroyed. Such determinations are to be based upon a reasonable and rational consideration of the specific situation and the frequency with which the situation arises with the individual employee. For example, if an employee "loses" a pair of gloves every week, but usually has a plausible story which does not indicate negligence, the supervisor may require payment for new gloves after the second instance to impress upon the employee the need for exercising greater care. In another instance, an employee may have lost gloves twice in immediate past, and then lost another pair when involved in a truck wreck. The wreck would mitigate the previous losses, and it would not be reasonable to charge the employee for the new gloves.

Anytime there is lost or destroyed equipment where there is an indication of employee negligence, the employee may be required to pay for the lost or destroyed equipment. For example, if an employee has a calculator destroyed in a vehicle accident where the employee was not at fault, it would not be appropriate to charge the employee for the calculator. However, if an employee left a calculator on the tailgate of a pickup, and the calculator was destroyed by falling off the tailgate when the truck began to move, the employee should pay for replacing the calculator. Also, when an employee loses or allows the destruction of equipment because of not properly securing the equipment in carriers which are provided, the employee should pay for the equipment. For example, if an employee is issued a camera with extra lenses and a carrying case for the equipment and loses some of it or breaks part of it because he or she did not properly secure the carrying case,

the employee should be required to pay for replacing the equipment. Losses due to theft because an employee fails to properly secure equipment may also be charged to the responsible employee.

COMPLETING IEWC FORM 22

Most of the form is self-explanatory. However, comments received when the form was being reviewed indicate that some direction to assure consistency is needed (the attached example has parenthetical numbers to help identify the part of the form being discussed. The actual forms do not have these numbers.)

- A. The form should be completed legibly, but does not have to be typed. Pen and ink is quite acceptable. Pencil should not be used.
- B. Heading - Either item (3) or item (4) should be completed, but it is not necessary to complete both. If the manager of the organization has any preference, either item (3), item (4), or both, then this should be stated as a local option. Completion of item (5) is entirely optional, and should not be necessary. Since the immediate supervisor will be maintaining the form, there should be no problem in knowing where the employee is located. This line can be used for other locally required items.
- C. Body - Most of the body is fairly simple and should be kept that way. Only in the section marked item (6) may difficulties be encountered. In this section, use the terminology common to the work unit so that the employees and supervisor can identify the item. In the example, note that "hardhat" is used instead of "helmet, protective, nonconductive." The long, precise name is more descriptive, but is generally useless in terms of the supervisor and the employee knowing what is being issued. If the item being issued has a permanent serial number, this should be recorded. Also, use the common terms for the quantity issued. For example, use "1 pair of gloves", not "glove, 2 each, right and left."
- D. If additional pages are needed, use the same form and delete all of the heading material except the employee's name. Use as many pages as necessary in this fashion. All such forms should be filed together in the ring-binder. As a page becomes obsolete because all equipment listed upon it has been replaced, or turned in, remove and destroy the page. At the same time, complete the rest of the heading on the employee's next page in the binder.
- E. Item (9) is to be completed when the employee leaves the work unit. Strike out the parenthetical terms which do not apply.

APPLICATION OF FORM IEWC 22

The basic use of IEWC Form 22 is for any instance where an employee is issued tools, equipment, or protective gear. The form should not be used to duplicate an existing record. For instance, if a portable typewriter or office typewriter is assigned to an employee and this is recorded on the SERVICE RECORD CARD, an Inventory Record Card, or an Equipment Record Card, it would be duplicative to

issue the same equipment to the employee on an IBWC Form 22. Management has a record of to whom the equipment has been issued and can assure accountability.

The following is a partial listing of equipment for which the IBWC Form 22 is appropriate. It is not all inclusive, and supervisory judgement will have to be exercised.

Cloves, all kinds	Goggles/Safety Glasses
Hardhats	Handtools/Mechanics Tools <u>1/</u>
Drafting Instruments <u>2/</u>	Calculators (Portable/Battery Powered) <u>3/</u>
Surveying Instruments <u>1/</u>	Picks/Shovels/Hoes/Mattocks <u>4/</u>
Portable Typewriters	Radios (Hand-held, not vehicle mounted or permanently based)
Clipboards	Binoculars
Metal Record Holders	Measuring Equipment (Chains, tapes, pins, etc.)
Magnifying Lenses	Stereoscopes/Planimeters

- 1/ Where there is a primary user, the tools should be assigned to the employee and a locked tool box provided. If the tool is a special purpose tool used by a number of employees, it should be assigned to a supervisor or a leader with a secure location for its storage. The individual to whom the special tool is assigned will then be responsible for assuring its maintenance and return when the temporary loan is ended. NOTE: When there are a large number of tools, these can be listed on a sheet of paper and attached to the IBWC Form 22 and only a single entry made on the IBWC Form 22. Use an annotation such as "Complete set of mechanics tools as listed on attached page" in item (6) on the IBWC Form 22.
- 2/ As with mechanics tools, assign to the primary user and assure the availability of a secure storage area. Include all items such as triangles, curves, pens, T-squares, rulers, electric erasers, mechanical drafting pencils, templates, scales, scissors, planimeters, etc. An attached page listing as in 1/ above may be used.
- 3/ AC/DC calculators designed for both field and office use. Not included are AD-only desk models which should be assigned through the use of the Office Equipment Record.
- 4/ If the immediate supervisor desires, these may be assigned to a vehicle rather than to individual employees. However, when this is done, the supervisor is responsible for the tools, including replacement of those lost, destroyed, or stolen. The existing Labor-Management Contract provides sufficient time at the end of the workday to unload and secure such tools. (See ARTICLE XXI, HOURS OF WORK AND TOURS OF DUTY, Section 3 Page 15 of the Agreement for the period September 30, 1981 through September 29, 1984.)

The following is a partial listing of equipment for which the IBWC Form 22 is NOT APPROPRIATE. Again, it is not all inclusive, and supervisory judgment is required. If, in a supervisor's judgment an item listed below needs to be assigned to an individual employee, this may be done, providing the supervisor lists his or her reasons on the back of the IBWC Form 22. Reasons should be brief and to the point, such as "Unit experiencing excessive loss."

Ashtrays
Regular Mechanical Pencils*
Mail Trays
Wastebaskets
Rubber Bands
Desks
Stamp Pads
Chairs
Other Regular Office Supplies

Wooden Pencils
Ballpoint Pens*
Calendars
Paper Clips
Xerox Supplies
Inks
Pencil lead refills
Masking/Scotch Tape & Dispensers

*May be included if the unit is experiencing excessive loss.

IMPLEMENTATION

There will be some extra workload associated with the initial inventory and preparation of the Forms. However, once the initial work is completed, there should be no problem in keeping the records current. Management should check the Forms periodically to assure that the first-line supervisors are keeping the records properly, and this should be used in the performance evaluation of the first-line supervisor.

The use of these forms is to be implemented within 45 calendar days following the issue date of this Appendix.

INDIVIDUAL EQUIPMENT RECORD

(1) _____ (2) Page _____ of _____ Pages
(Employee)

(3) _____ (Work Unit) (4) _____ (Supervisor)

(5) Location:

Quantity, Item Issued, &
Serial # (If Applicable)

Date Issued
& Employee
Initials

Turn-in or Replacement: Date
& Reason such as broken, lo
worn out, no longer needed,

(6)

15

L

1 handbat

12-10-82

1 TI-55 calculator
SN: 139682

12-10-82

1 pair cotton gloves

12-10-82

1-24-83 WORN OUT

1 pair Cotton gloves

1-24-83

EXAMPLE

(9) This employee has (retired)(resigned)(transferred)(been separated). All items of issue on this page (and its attachments, if any) have been accounted for.

(Supervisory Signature)

(Date)